

Chapter 5: General Application

Application Instructions and Forms:

Each applicant must complete and submit an application. The application describes and documents the proposed project. It should contain the information required to document that the proposed project will meet a national objective and consists of eligible activities. The application is also the basis of the Idaho Department of Commerce (Commerce) and the Economic Advisory Council's review and ranking of the project.

Chapter 5 contains the general application material Parts A, B, & C. Parts B & C must be completed.

Chapters 6 through 9 contain specific documentation and questions that correspond to separate funding set asides. These chapters contain specific application material –

For chapters 6 and 9 with Parts A & B. Part B must be completed.

For chapters 7 and 8 complete the instruction / application form.

General Application (all set asides complete) – Chapter 5.

Part A – instructions for completing the general application.

Part B – general application forms.

Part C – documents that must be signed, adopted or published. This information must be submitted with the mailed hard copy application and is optional for the electronic application.

Public Facilities – Chapter 6

Part A – instructions

Part B – application forms

Senior/Community Center – Chapter 7

instructions / application form

Downtown Revitalization – Chapter 8

instructions / application form

Job Creation – Chapter 9

Part A – instructions

Part B – application forms

Part C – pre - job documentation

Part D – post – job documentation

Imminent Threat – Chapter 5 only

If you have any questions, please contact your Commerce project specialist assigned to your region.

Note: Additional application information will not be considered after the application deadline, unless clarification is requested by Commerce.

Application Format:

- A. All applications must follow the prescribed formatting:
1. White 8 ½" by 11" paper.
 2. Text must be typed single-spaced.
 3. All pages must be numbered.
 4. Pages may be printed on both sides.
 5. Types of headings and numbering systems may be determined by the applicant.
 6. Maps and larger sheets must be folded to 8 ½" by 11".
 7. Supporting documents should be noted and placed in a tabbed appendix.
 8. All applications must be bound. This does not include binder clips.
- B. Applications for all projects should contain the following sections in the specified order:
1. Cover
 2. Cover Letter
 3. Table of Contents
 4. Idaho Community Development Block Grant Application Information Form
 5. Economic Advisory Council Page
 6. Threshold Factors
 - a) Eligible Applicant
 - b) Eligible Activity
 - c) National Objective
 - d) Citizen Participation Plan and Hearing
 - e) Statewide Goals and Strategies
 - f) Administrative Capacity
 - g) Fair Housing Resolution
 - h) Anti-displacement Plan
 7. Program Income
 8. General Project Description
 9. Budget Narrative
 10. Budget Form
 11. Detailed Cost Analysis
 12. Project Schedule
 13. Financial Profile
 14. Environmental Scoping
 15. Review & Ranking Criteria Specific to Project
(Part B of Chpts. 6 or 9 OR Instruction / Application Form of Chpts. 7 or 8)
 16. Certifications
 17. Appendices

Part A: Instructions:**I. Cover**

The cover shall contain “An application for an Idaho Community Development Block Grant by the _____ (city/county) of _____ (Name) Date: _____”

II. Cover Letter

An official letter of application for a grant, on official stationery, signed by the mayor or the chairman of the Board of County Commissioners

III. Table of Contents**IV. Grant Application Information Form**

It must be completely filled out.

V. Economic Advisory Council Page

The Economic Advisory Council Page should summarize the project in no more than one page. This page should be able to stand alone in describing the project. At a minimum the page should summarize the following: the need, how the need will be addressed, total cost, the local ability to finance, the local effort and commitment, and the local and regional economic impact.

VI. Threshold Factors

A – H must be addressed and documented before an application can be reviewed and ranked. If any of the criteria is not met, the application shall be deemed ineligible. For public facilities, housing and downtown revitalization applications (G) Fair Housing can be addressed in the addendum.

A. Eligible Applicant: Check the box that corresponds to the applicant’s jurisdiction. If the application is a joint or a sponsorship of a sub-recipient, the agreements and arrangements for managing the grant and project must be described as well.

B. Eligible Activities: Identify the eligible activities that will be part of the project. See Chapter 2 for the list of Eligible Activities. Do not include the sheets within your application but rather include descriptions of the eligible activities that pertain to your project.

C. National Objective: See Chapter 2 for definitions of each objective. Choose only one of the six National Objectives listed below to be met by the project.

1. **Low- and Moderate-Income Area Benefit:** Complete the questions on the application form pertaining to how the criterion is met. Identify the total number of households in the area and provide the required supporting documentation to how the LMI percentage was determined. If necessary to conduct a survey contact your Commerce specialist.
2. **Low- and Moderate-Income Limited Clientele Benefit:** Describe the beneficiaries and any other users of the facility. Include a description of the use of the facility and how much time does the identified beneficiaries have use of the facility.
3. **Low- and Moderate-Income Housing:** Identify the number of housing units to be affected by the project and how many will be reserved for low- and moderate-income persons. Include in the appendix the Housing Needs Assessment and the Housing Management Plan.
4. **Low- and Moderate-Income Job Creation/Retention:** Identify the total number of jobs to be created or retained and how many of the jobs will be “held by” low- and moderate-income persons. Include job creation agreement on appendix.
5. **Slum and Blight:** To meet the (slum and blight) Re-development Area designation, the following must be provided or documented:
 - a) Provide an Official Resolution by the governing body that the area is a “Re-Development Area” (sample resolution in Chapter VIII). The resolution must identify the specific redevelopment area (use street names to identify boundaries) and the infrastructure systems or buildings within the area that are sub-standard or deteriorating.
 - b) A detailed site plan or plat map of the Redevelopment Area.
 - c) The area must exhibit at least one of the following physical signs of blight and decay:
 - (1) The public improvements throughout the area must be in a general state of deterioration. To qualify at least two public infrastructure systems must be considered sub-standard.
 - Or
 - (2) There must be a substantial number of deteriorated or deteriorating buildings throughout the area. To qualify at least 25% of the building in the area must be sub-standard or deteriorated. Further the substandard building should be classified as suitable for rehabilitation or not suitable for rehabilitation.
 - d) Documentation must be provided in writing by the Grantee on what standards or conditions the sub-standard infrastructure systems or buildings are not meeting. Such standards include the American Disabilities Act, Idaho Public Works Standards, NPDES permit, etc. The documentation must be verified by a licensed design professional.

- e) A minimum of ten (10) photos of the sub-standard systems.
 - f) The CDBG funds must be limited to correcting or improving the identified sub-standard infrastructure or building systems.
6. **Imminent Threat:** In order to meet the Imminent Threat national objective the following must be addressed and documented.
- a) How the occurrence poses a serious and immediate threat to the health or welfare of the community,
 - b) The occurrence is of recent origin or recently became urgent,
 - c) How the community is unable to finance the activity on its own,
 - d) That other sources of funding are not available to carry out the activity,
 - e) An official declaration of emergency by the governing body, and
 - f) The occurrence is not a result of deferred maintenance or end of life cycle.
- D. **Citizen Participation:** Describe the citizen involvement in selecting the project and reviewing the application. Describe compliance with the citizen participation plan and any other community plans. A copy of the citizen participation plan, public hearing notice, proof of publication, meeting minutes and sign-in list of attendees must be attached in the appendix. Additional information and forms are located in Part C of this Chapter.
- E. **Statewide Goal and Strategy:** Select the goal and strategy that best corresponds to the project. Select only one goal and one corresponding strategy.
- F. **Administrative Capacity:** Both components of administrative capacity must be addressed. One addresses the applicant and the second addresses the grant administration.
- 1. Describe the applicant's or the sub-recipient's capacity to fiscally manage the project. Identify any findings from previous monitoring or independent audits and how they were resolved. If applicable, attach corrective action plans and completion dates. Identify, as applicable, staff turnover, recall elections and for sub-recipients, the board make-up.
 - 2. Identify whether the applicant is in the process of procuring a certified grant administrator for the project. Include the necessary procurement documentation in the appendix.
- G. **Fair Housing:** Each applicant must submit an adopted Fair Housing Resolution. Senior and community center, job creation and imminent threat projects must submit the adopted resolution with their applications. Public facility and downtown revitalization projects must submit their adopted resolution with their addendum. The publication of the Resolution must occur prior to contract execution for all projects. See the grant administration manual for a sample resolution.

- H. **Anti-Displacement Policy:** Each applicant shall either certify it will follow Commerce's anti-displacement plan or adopt their own plan. If the applicant adopts their own plan they will need to publicly advertise the plan prior to application or addendum submission.

VII. Program Income

Commerce will contact you if your project has the potential to generate program income. Program income is typically generated from leasing or renting a facility that was purchased, constructed or improved with CDBG funds. Example: The City of Parkline has received over \$25,000 annually from renting out their community center.

If the project does generate program income, it is likely the applicant or sub-recipient will need to develop and adopt a program income reuse plan. If you believe your project is expected to generate program income, please contact Commerce.

VIII. Project Description and Property

- A. **Project Description:** A one-half page narrative that should at a minimum include explanation to the following:

- Provide a detailed scope of work.
- Define the existing situation to be addressed by the proposed project.
- Explain why the proposed project is necessary.
- Identify the expected outcomes and benefits from the proposed project.
- Identify the specific components of the project which will be completed using CDBG funds and those that will be completed with other funding.
- In appendix include a site plan of the project.

- B. **Property and Permits:** Answer the following questions and attach documentation in the appendix.

IX. Budget Narrative:

Idaho Community Development Block Grant projects generally leverage a variety of funding sources that are counted as match. Listed below are definitions of typical match funding and documentation requirements. Describe the funding sources and the commitment status of each funding source. Describe, in detail, the method used to formulate the amounts assigned for any volunteer, force account, or in-kind labor for the project.

Expenditures made prior to the application submittal will only be counted if the community has requested approval in writing and Commerce has approved the request in writing prior to application submittal.

- A. **Government** funds are provided by various federal, state and local government sources.

- B. **Local match** is considered to be cash donations, capital reserves, cash from debt financing, local improvement districts, general obligation or revenue bonds, tax levies, land sales and other revenue or program income. Local match also may include contributions from local residents, force account labor (which includes engineering), donations of land, materials and equipment for the project, waiver of local fees and volunteer labor.
- C. **Private match** includes funding from individuals, businesses and corporations that is spent on private property but is needed for the completion of the project with all of its benefits. Private match is mostly likely to occur in job creation or downtown revitalization projects.

Documentation of committed match must be in the appendix. Support letters are not considered documentation of commitment. Only the match with proper documentation will be counted in the review and ranking process. Expenditures made prior to application submittal will only be counted as match if Commerce has approved these expenditures in writing prior to application submittal date and the approval letter is included in the application.

For volunteer labor, estimate the value of the match by estimating the proposed number of work hours by the appropriate Davis-Bacon wage rate classification. There should also be documentation of insurance coverage for volunteers in the application. This consists of a letter from the insurance agent who is providing the coverage. For more information on volunteer coverage plans, see the Labor Section of the grant administration manual.

X. **Budget Form:**

- A. To fill out the budget form, use only the line items and funding sources identified below. If the project has a funding source not identified below or if you are having difficulty identifying a line-item that meets the project activity, please contact your Commerce project specialist.
- B. Line Items
 1. Planning (grant writing and market study)
 2. Facility Plan
 3. Administrative (grant administration)
 4. Soft Cost (archaeological, soils test, ASTM environmental)
 5. Design Professional (design fees, construction administration, reimbursable)
 6. Construction (div 1-16, permits, plan check fees, contingency, etc.)
 7. Equipment
 8. Property Value
 9. Acquisition/Relocation (property, real estate, easements, R-O-W)
 10. Legal and Audit
 11. LMI Assessment / Hook-ups
 12. Financing Expenses (loan fees, interim interest, Bond/LID/BID admin)

13. Material

C. Funding Sources

- | | |
|---------------------------------------|----------------------------|
| 1. Department of Water Resource Grant | 9. Other State Grant |
| 2. DEQ Grant | 10. Local Cash/Bonds/Loans |
| 3. EDA Grant | 11. Local In-Kind |
| 4. Foundation Grant | 12. Donations |
| 5. Gem Grant | 13. Private Cash |
| 6. ITD Grant | 14. Private In-Kind |
| 7. USDA-RD Grant | 15. RCBG |
| 8. Other Federal Grant | 16. Urban Renewal |
| | 17. Volunteer |

- XI. **Detailed Cost Analysis:** Answer all the questions on the Detailed Cost Analysis sheet and provide in appendix a current cost estimate completed by the project's design professional. The cost estimate should identify construction costs within four weeks of the application due date.
- XII. **Project Schedule:** Fill in the project schedule with completed or to be completed dates. The dates must take into consideration weather conditions (winter shutdown for construction), other funding availability, environmental mitigation issues, and property site control. Fill in the project contact block.
- XIII. **Financial Profile:** Complete the Financial Profile form, paying particular attention to the sections for each type of project. If the project includes a sub-recipient, the profile should be completed using the sub-recipient's information.
- XIV. **Environmental Scoping:** Each applicant must complete the field notes checklist. The purpose of the checklist is to help the applicant and the department better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation and mitigation measures could be applicable and to assist in completing the environmental review record.
- XV. **Reviewing and Ranking Narrative (Chapter 6, 7, 8, or 9):** Refer to the chapter of this handbook that addresses your particular project type. Within that chapter you shall find a detailed description of the ranking criteria used by Commerce staff and the Economic Advisory Council. Address each ranking category as it applies to the project that is Public Facility/Housing, Senior/Community Center, Downtown Revitalization and Job Creation. If a particular point category is not applicable to the project, indicate it within the narrative.

Part C: Forms requiring signature and publication if applicable

XVI. **Certifications:** The applicant must sign the certifications forms that certify they will comply with the required federal laws and regulations for grant program participation. Complying with these state and federal regulations is a condition of accepting a Community Development Block Grant. If there are any questions regarding the various laws and regulations covered by the assurances form, contact a certified grant administrator or Commerce staff.

XVII. **Citizen Participation:** All applicants must adopt a citizen participation plan and must conduct a public hearing.

A. **Citizen Participation Plan** must be executed and complied with.

B. **Public Hearing:** At least one public hearing is required to allow the public to examine the application. The hearing must be held at a time and in a location that provides for full participation of all citizens, and is accessible to citizens with disabilities. Notification of the hearing must be given by public advertisement in a local newspaper no less than seven days prior to the meeting date, beginning with the date of the advertisement and ending the day before the hearing.

1. An outline of the public hearing notice may be found at the end of this section. Note that it includes:
 - a) A brief description of the project.
 - b) The amount of funds being requested.
 - c) The time and place of the hearing including a statement that the hearing will be held in a handicapped accessible facility upon request.
2. It is recommended that the applicant post notices of the hearing in public places and use media sources to disperse notification of the hearing.
3. All information presented in the hearings must be available upon request, in a form usable by persons with disabilities. If a significant number of non-English speaking residents participate in the public hearing, materials must also be provided in the appropriate translations. The application and application handbook must be available for review and the amount of funds available for local community development and housing, range of activities to be undertaken and the impact and benefit to low- and moderate-income persons must be discussed.
4. Provide public hearing documentation in the Application. The following must be included in the appendix:

5. The grantee should include a description of any plans for the project regarding citizen participation, specifically the formation of a citizen's advisory committee, and a description of any assistance for persons with disabilities or special needs that was requested and provided.

XVIII. Appendix and Maps: Documentation that will need to be provided.

All Applications

- National Objective Documentation – (survey report, census data, resolutions, etc.)
- Sub-Recipient Agreement, if applicable
- Program Income Reuse Plan, if applicable
- Citizen Participation – (the plan, copy of public notice, affidavit of publication, meeting minutes or comments, signup sheet)
- Fair Housing – (resolution, public notice) PF and DT project can submit with addendum
- Anti-Displacement and Relocation – (likely covered under certifications, if not provide documentation)
- Acquisition Documentation, if applicable – (notices, appraisal, sales agreement, settlement statement, property deed, etc.)
- Funding Commitments (loan or grant agreements, commitment letters, etc.)
- Design Professional Documents – (RFP, solicitation notices/letters, evaluation sheets, etc)
- Grant Administrator Documents – (RFP, solicitation notices/letters, evaluation sheets, etc)
- Design Professional Cost Estimate
- Support letters
- Site Plans / Building Plans / Map

Public Facilities

- Need Documentation – (consent or compliance order, fire flows, insurance rating, inspection reports, etc.)
- Plans or Studies – (Facilities plan summary, PERs, Preliminary Architectural Reports, plus specific project documentation requested)
- Agency Viability – (utility rate review, financial sheets/reports)

Senior / Community Center

- Facility / Building Assessments – (Preliminary Architectural Reports, plus specific project documentation requested)

Downtown Revitalization

- Downtown Revitalization Plan
- Redevelopment Report

Job Creation

- Business Plan / Information
- Job Creation Agreement
- Proposed Income Survey
- Business Financials – can be sent under separate cover
- Salary and Fringe Benefit Information

Part B: Forms

I. **Sample Cover**

Application

for a

By

City or County

Date

Name of Mayor or Commissioner

II. Sample Cover Letter

OFFICIAL LETTERHEAD

Date

Director
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Director:

The city/county of _____ respectfully submits this application for an Idaho Community Development Block Grant. Our community lacks/needs/requires _____.

A _____ study has indicated that _____. This application for a \$_____ grant will eliminate the problems for _____ persons, or whom _____% meet LMI standards. The community has raised \$_____ to help finance this project.

We appreciate your concern and attention to our grant request.

Sincerely,

Chief Elected Official
Title

III. **Table of Contents:** (Include exhibit page and numbers)

	Page Number
1. Idaho Community Development Block Grant Application Information Form	
2. Economic Advisory Council Page	
3. Threshold Factors	
a) Eligible Applicant	
b) Eligible Activity	
c) National Objective	
d) Citizen Participation Plan and Hearing	
e) Statewide Goals and Strategies	
f) Administrative Capacity	
g) Fair Housing Resolution	
h) Anti-displacement Plan	
4. Program Income	
5. Project Description	
6. Budget Narrative	
7. Budget Form	
8. Detailed Cost Analysis	
9. Project Schedule	
10. Financial Profile	
11. Environmental Scoping	
12. Review & Ranking Criteria Specific to Project (Part B – Chpts. 6 or 9 <u>OR</u> instruction / application form – Chpts. 7 or 8)	
13. Certifications	
14. Appendix	

IV. ICDBG Application Information Form

Applicant (City/County): _____ Chief Elected Official: _____
 Address: _____ Phone: _____
 DUNS # _____ CAGE Code _____

Sub recipient (if applicable): _____ Chief Elected Official: _____
 Address: _____ Phone: _____

Application Prepared by: _____ Phone: _____
 Address: _____

Architect/Engineer/Planner (Contact Name): _____ Phone: _____
 Address: _____

NATIONAL OBJECTIVE (MARK ONE)

___ LMI Area ___ LMI Clientele ___ Imminent Threat
 ___ LMI Jobs ___ Slum & Blight ___ LMI Housing

PROJECT TYPE (MARK ONE)

___ Public Facility ___ Community Center
 ___ Infrastructure for Jobs ___ Senior Center
 ___ Downtown Revitalize ___ Imminent Threat

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: _____ **TOTAL # LMI TO BENEFIT:** _____

% LMI TO BENEFIT: _____%

PROJECT DESCRIPTION: _____

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX ***
ICDBG					
Local Cash					
Local Loan*					
Local In-Kind**					
USDA-RD Grant					
EDA Grant					
State Grant					
Foundation Grant					
Private Investment					
Other (identify)					
TOTAL PROJECT FINANCING					

* Identify Loan Source(s) _____ Date Bond or Necessary and Ordinary Passed _____

**Describe In-Kind match by type (i.e., materials, labor, waived fees, land value) and amount.

***Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

V. Economic Advisory Council Page: (*One Page*)

VI. Threshold Factors**A. Eligible Applicant:**

The applicant is a city ☐ The applicant is a county ☐

If the applicant is sponsoring a sub-recipient or this is a joint application, describe the relationship and attach a draft agreement between the parties.

B. Eligible Activities:

C. National Objective: There are six National Objectives listed below. Complete only the National Objective that will be met with the project.

C.1. Low- and Moderate-Income Area Benefit:

Total number of households* in project benefit area _____

*Note: For water and sewer projects, this is the number of households hooked onto the system and any households that will hook onto the system once the project is complete.

LMI Percentage Determined by: (Check one and complete requested information)

_____ Census Data – provide supporting documentation in Appendix.

_____ Income Survey – provide Survey Report in Appendix.

_____ Census and Survey – provide supporting documentation/report in Appendix.

C.2. Low- and Moderate-Income Limited Clientele**C.3. Low- and Moderate-Income Housing****C.4. Low- and Moderate-Income Job Creation****C.5. Slum and Blight****C.6. Imminent Threat**

D. Citizen Participation: (1/4 page narrative and documentation in Appendix)

Date of Notice _____

Date of Hearing _____

E. Statewide Goal and Strategy: (*✓check applicable*)

Check the goal and strategy that best corresponds to the project.

- ☐ Increased access to decent affordable housing (goal)
 - ☐ Sustain and increase homeownership (strategy)
 - ☐ Sustain and increase affordable rental housing (strategy)
 - ☐ Support equal access to a continuum of housing services (strategy)
- ☐ Preserved and enhances suitable living environments (goal)
 - ☐ Improve safety and livability of communities (strategy)
 - Example – consent order
 - ☐ Increase access to quality facilities and services (strategy)
 - Example – new construction
 - ☐ Improve affordability and sustainability of quality facilities and services
 - Example – rehab or renovation
- ☐ Expanding economic opportunities (goal)
 - ☐ Create jobs primarily for low- and moderate-income persons (strategy)
 - ☐ Revitalize downtown business districts (strategy)

F. Administrative Capacity:

1. Applicant Capacity (*1/4 page narrative*)

2. Grant Administrator. (*1/4 page narrative and documentation in Appendix*)

G. Fair Housing: (*Documentation in Appendix*)

For Public Facilities and Downtown Revitalization projects submit Fair Housing Resolution with addendum. For all other projects submit with application.

H. Anti-Displacement Resolution:

If certification page was executed that applicant has agreed to comply with Commerce's anti-displacement and relocation assistance plan. If the applicant has chosen not to follow Commerce plan an alternative plan will need to be provided in Appendix.

VII. Program Income: *(1/3 page narrative and documentation in appendix)*

VIII. Project Description and Property: Include the project description as outlined in the instructions.

A. Project Description: *(1/2 page narrative)*

B. Project Property & Permits: Answer the following questions and attach documentation.

1. Has any property and easements been purchased for this project? ____Yes ____No
 If yes, does the applicant have title to the property? ____Yes ____No
 Provide copy of deed in Appendix.

2. Will any property be needed for this project? ____Yes ____No
 Status of the purchase: _____
 Estimated date of final purchase: _____
 What funds will be used to make purchase? _____

3. Will any easements/or rights-of-way be needed for this project? ____Yes ____No
 Status of the purchase: _____
 Estimated date of final purchase: _____
 What funds will be used to make purchase? _____

4. Is anyone living on the land or in the structures at the proposed site? ____Yes ____No

5. Is any business being conducted on the land or in the structures at the proposed site? ____Yes ____No

6. Are there any businesses, individuals, or farms being displaced as a result of this project? ____Yes ____No

7. Are there permits that will be needed for the project, i.e., well, water rights, land application, demolition permits, zoning permit, air quality permit, etc? ____Yes ____No
 Status of the permits (include plan for securing permits and estimation of issue completion date): _____

8. Describe the ownership or lease arrangements for the property involved in the project. _____

IX. **Budget Narrative:** Describe the source and status of all funding for the project according to the instructions. *(1/2 page narrative)*

A. Government

B. Local

C. Private

X. Idaho Community Development Block Grant Budget Form

Applicant or Grantee:

Project Name:

LINE ITEMS	CDBG	Cash	City In-Kind	Federal*	State*	Private Cash	Private In-Kind	Total
Administrative*								
Design Professional								
Planning								
Construction								
Legal & Audit								
Equipment								
TOTAL COSTS**								

*Identify funding source.

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10% of the total ICDBG amount.

XI. Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review? ___Yes ___No
If yes, list date submitted: _____
If no, list expected date to be submitted: _____
2. Has final design (for bidding) begun? ___Yes ___No
If yes, % complete: _____%
If no, what is expected start date: _____
3. Will project include bid alternatives to meet project budget if necessary? ___Yes ___No
4. Are Davis Bacon wage rates applicable to the project? ___Yes ___No
If yes, are they included in the project costs? ___Yes ___No
5. Have known environmental measures been included in project costs? (e.g., dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.) ___Yes ___No
6. List the last date the owner and design professional discussed project design and details. Date: _____
7. Design Professional Cost Estimate may be found in Appendix ____.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Design Professional Contract Executed		
Grant Administration Contract Executed		
Environmental Release		
Bid Document Approval		
Bid Opening		
Construction Contract Executed		
Start Construction		
Construction 50% Complete		
Second Public Hearing		
Certificate of Substantial Completion		
Update Fair Housing Plan		
Update 504 Review and Transition Plan		
Construction 100% Complete		
Final Closeout		

In addition to the items above, please include the following for Job Creation projects:

Project Activity	Date Completed	Date to be Completed
Business' Job Commitment finalized		
Start Business Construction		
Business Construction 50% Complete		
Business Construction 100% Complete		
Job Creation Completed		

Name of Professional and Agency Contacts	Firm/Agency	Phone with Extension
Examples:		
Design Professional		
Attorney		
Funding Agency		
Environmental Officer		
Regulatory Compliance		
Public Works Director		
Finance Officer / Clerk		
Business Contact		
Others		

XIII. Grantee and Sub-recipient Financial Profiles

Is the Grantee a (circle one) City County

If a sub-recipient, what type of Organization (circle one)

Water District	Sewer District	Homeowner's Association
For-Profit Company	Non-Profit Company	Water Association
Fire District	Hospital District	
Other (please explain): _____		

Section I. Water System (only) – Input information for the water system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Water Source(s): ☐ Wells ☐ River ☐ Lake ☐ Springs ☐ Purchase ☐ Other

Water Treatment Method:

Number of people served by the system	_____
Number of hook-ups on the system	_____
Number of equivalent dwelling units (EDU's) on the system	_____
Number of residential EDUs	_____
Number of commercial EDUs	_____
Number of industrial EDUs	_____
Are all system users on meters	_____

For residential users, what is the average monthly water rate for 10,000 gallons \$ _____

What will be the new monthly rate after the project is complete based on 10,000 gallons \$ _____

When was the last rate increase _____

How much were the rates increased \$ _____

Annual water system revenue \$_____

Total dollar amount owed by customers in arrears \$_____

Annual water system expenses	\$ _____
Residential Hook-Up Fee	\$ _____
Commercial Hook-up Fee	\$ _____
Industrial Hook-Up Fee	\$ _____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____

Explain Water Conservation Methods Implemented: _____

Section II. Sewer System (only – Input information for the sewer system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Sewer Treatment Method _____

Do you have a Pre-treatment system? ____ Yes ____ No

Number of people served by the system _____

Number of residential connection on the system _____

Number of commercial connection on the system _____

Number of industrial connection on the system _____

Number of new connections within the last year _____

What are the current residential sewer rates \$ _____

When was the last rate increase _____

How much were the rates increased \$ _____

Residential Connection Fee \$ _____

Commercial Connection Fee \$ _____

Industrial Connection Fee \$ _____

Annual sewer system revenue \$ _____

Current dollar amount owned by customers in arrears \$ _____

Annual sewer system expenses \$ _____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section III. All Applicants (except Sewer and Water):
Grantee or Sub-Recipient Taxing Authority:**

A. Identify how the organization obtains its operating funding, i.e., bonds, district assessments, other: _____

B. Does the organization have taxing authority? ____ Yes ____ No (if no, skip to Section IV)

1. Do you tax? ____ Yes ____ No

a) If yes:

(1) What is the tax rate? _____

(2) What is the annual tax amount generated? _____

(3) What are the taxes used to pay for, i.e., equipment, operating expenses, etc.? _____

2. If your organization does not tax explain why. _____

Section IV. All Applicants (City or County)**Land Use Planning related to Fair Housing**

As part of the ICDBG program cities and counties are required to further fair housing within your community.

Coincidentally, the understanding and applicability of fair housing laws has become very important for cities and counties. In a recent legal case, Alamar Ranch LLC v. Boise County, a jury ruled that Boise County had committed three separate violations to the Fair Housing Act:

- (1) failure to make reasonable accommodations,
- (2) disparate treatment of the handicapped, and
- (3) intentional interference with the construction of handicapped housing

by changing a conditional use permit (CUP). Boise County is now required to pay the plaintiff \$4.0 million in damages.

In a recent state study of impediments to fair housing, an impediment that has been identified is the lack of cities and counties providing for the allowance of group homes in designated residential zones or their narrow definitions of the types of group homes allowed (e.g., nursing and rest homes) Why is this a barrier? The regulation may treat residents who are disabled, differently. Therefore;

Have you reviewed your zoning codes specific to group homes to ensure that you are in compliance with the Fair Housing Act? (group homes are allowed in residential zones and that your definition of a group home is not too restrictive)

☐ Yes ☐ No

If No, what steps are you taking to address the issue? _____

_____.

The state study also identified a concern related to the lack of basic accessibility standards for new residential construction. Does your building code or ordinance encourage accessibility standards in housing? (example: at least one entrance with no step, doors at least 32 inches wide, switches no higher than 48 inches, hallways 36 inches wide, etc.)

☐ Yes ☐ No

If Yes, explain the standards. _____

_____.

XIV. ICDBG Environmental Scoping – Field Notes Checklist

Applicant _____ **Sub-Recipient** _____

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and Commerce better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and to assist in completing the environmental review record. The Applicant may choose to attach this scoping checklist as part of the environmental review record.

1. Limitations on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project? ___Yes ___No

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? ___Yes ___No

Have tribes with possible cultural and religious sites been notified of the project? ___Yes ___No

3. Floodplain Management

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site www.store.msc.fema.gov ___Yes ___No ___Not Sure

If yes what is the floodplain map number? _____

If the project is located in a floodway or floodplain, is the community where the project is taking place a participant in the National Flood Insurance Program. Check Web site www.idwr.idaho.gov/water/flood ___Yes ___No

4. Wetland Protection

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? ___Yes ___No

If yes, has the Army Corps of Engineers (Corps) been notified? ___Yes ___No

Has the Corps indicated what permit level will be required? ___Yes ___No ___N/A

5. Sole Source Aquifers (Clean Water Act)

Is the proposed project located over an EPA designated aquifer area including stream flow source area?
___Yes ___No (Check website www.epa.gov/safewater/ssanp.html)

Is it known at this time if construction will disturb more than one acre of land? ___Yes ___No

If yes, has a general permit for storm water discharges from construction sites been applied for from the EPA? ___Yes ___No

6. Endangered Species Act

Has U.S. Fish and Wildlife Service, NOAA Fisheries, and Idaho Fish and Game Regional Office been notified about the project? ___Yes ___No

7. Wild and Scenic Rivers Act

Is the project located within one mile of a designated wild and scenic river? Idaho wild and scenic rivers include portions of the St. Joe, Lochsa, Selway, Middle Fork of the Clearwater, Snake, Rapid, and Middle Fork of the Salmon. Check Web site www.nps.gov/rivers/ ___Yes ___No

8. Clean Air Act

Is the project located in a designated non-attainment area for criteria air pollutants? ___Yes ___No

For building demolition or improvements, has an asbestos analysis been planned for or conducted?
___Yes ___No ___N/A

For housing rehabilitation, has a lead based paint assessment been planned for or conducted?
___Yes ___No ___N/A

9. Farmland Protection Policy Act

Is the project located on a site currently zoned as residential, commercial, and/or industrial?
___Yes ___No

Is the project area currently being utilized for farm or agricultural purposes? ___Yes ___No

If yes, has the USDA Natural Resource Conservation Service or local planning department been notified about the project? ___Yes ___No

10. Environmental Justice

Does project have a disproportionate environmental impact on low income or minority populations?
___Yes ___No

11. Noise Abatement and Control

Is the project new construction or rehabilitation of noise sensitive use (i.e., housing, mobile home parks, nursing homes, hospitals, and other uses where quiet is integral to the project functions)?
___Yes ___No

If yes, is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3,000 feet of a railroad? ___Yes ___No

12. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial or industrial use? ☐ Yes ☐ No ☐ Unknown at this time

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? ☐ Yes ☐ No

If yes, have you been able to identify what the container is holding and the container's size?
☐ Yes ☐ No

13. Toxic Chemicals and Radioactive Materials

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? ☐ Yes ☐ No ☐ Unknown at this time

If yes, explain _____

During the visual inspection of the site, are there signs of distressed vegetation, vents or fill pipes, storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc.
☐ Yes ☐ No

If yes, explain _____

At this time, are the site's previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc.? ☐ Yes ☐ No

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. ☐ Yes ☐ No

14. Airport Clear Zones and Accident Potential Zones

Is the project located within a designated airport runway clear zone or protection zone? ☐ Yes ☐ No

Does the project involve acquisition of land or construction/rehabilitation of building or infrastructure in an airport runway clear zone or protection zone? ☐ Yes ☐ No

If yes, is the grantee aware that the airport operator may wish to purchase the property at some point in the future as part of a clear or accident zone acquisition program? ☐ Yes ☐ No

15. Energy Efficient Designs

For building construction, has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building?
☐ Yes ☐ No

16. Sediment Control (Clean Water Act)

Will the construction project require storm and surface water discharge from the construction site?
☐ Yes ☐ No ☐ Unknown at this time

If yes, has an application to EPA been submitted for a Construction General Permit (CGP)?
☐ Yes ☐ No

17. Other Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? ☐ Yes ☐ No

If yes, identify who is conducting the review. _____

18. Information Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

Note: If other funding agencies have sought comment, in writing, from the agencies listed below for the same project, you may not need to send an information letter. Contact your Specialist if other environmental information or scoping letters have been sent.

- ☐ Idaho State Historic Preservation Officer
- ☐ Tribal Historic Preservation Officer or Tribal Office
- ☐ Idaho Department of Water Resources – Local Regional Office
- ☐ Army Corps of Engineers (if wetlands are applicable)
- ☐ U.S. Fish and Wildlife
- ☐ NOAA Fisheries (if salmon and/or steelhead are applicable)
- ☐ Idaho Fish and Game
- ☐ USDA Natural Resource Conservation Service (if farmlands are applicable)
- ☐ Idaho Department of Environmental Quality
- ☐ Local Government – Planning Department
- ☐ Others _____

Completion of the scoping checklist does not constitute that all environmental provisions or clauses related to 24 CFR 58 Environmental Reviews have been met or are known at this time.

Completed By: (type name)

Date

XV. Review and Ranking Narrative:

Insert “Part B” or “Instruction / Application Form” for your project’s corresponding chapter.

Public Facilities	Chapter 6
Senior Centers/Community Centers	Chapter 7
Economic Development/Downtown Revitalization	Chapter 8
Economic Development/Job Creation	Chapter 9

Part C:

Forms requiring a signature and publications where applicable

XVI. CERTIFICATIONS

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of _____ (city/county) and we will comply with the following laws and regulations if this application is approved and selected for funding.

- National Environmental Policy Act of 1969
- Civil Rights Act of 1964 Pub.L 88-352
- Civil Rights Act of 1968 Pub.L 90-284
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973, Section 504
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24)
- Housing and Community Development Act of 1974, as amended Pub.L 93-383
- Davis-Bacon Act (40 USC 276a - 276a-5)
- Historic Preservation Act
- OMB Circular A-87, and ensure that sub-recipient complies with A-110 and A-122
- Section 106 of the Housing and Urban Recovery Act of 1983 certifying to:
 - Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce's anti-displacement and relocation assistance plan;
 - Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;
 - Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);
 - Not use assessments or fees to recover the capital costs of ICDBG funded public improvements from low and moderate income owner occupants;
 - Abide by all state and federal rules and regulations related to the implementation and management of federal grants;
 - Assess and implement an Accessibility Plan for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended;
 - Adopt and implement an Excessive Force Policy;
 - Prohibition of Use of Assistance for Employment Relocation, Section 588 of the Disability Housing and work Responsibility Act of 1998 Pub. L 105-276.
 - Anti-Lobbying Certification: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Signed by Chief Elected Official

Date

Typed Name

**XVIII. A. Idaho Community Development Block Grant
(ICDBG) Citizen Participation Plan**

City/County of _____

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City/County of _____ hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low and moderate income persons who reside in slum or blighted areas and areas in which ICDBG funds are proposed to be used. Provide technical assistance to group's representative of low and moderate income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the ICDBG project scope of work, budget, schedule, location or beneficiaries.

A public hearing shall also be held in the event ICDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the ICDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government's proposed and actual use of ICDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of _____ (*timeframe*) prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen's complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

- A. Identification of the project, project location, and program activities.
- B. Reason for the complaint (hearsay and innuendo will not be considered valid).
- C. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
- D. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.

If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the ICDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective _____.
(Date)

Chief Elected Official

XIX. B. Notice of Public Hearing on Proposed Grant Activities

The city/county (_____) is submitting a proposal to the Idaho Department of Commerce for an Idaho Community Development Block Grant (ICDBG) in the amount of \$_____. The proposed project is to (brief description)

The hearing will include a discussion of the application, scope of work, budget, schedule, benefits of the project, how ICDBG funds will benefit low and moderate income persons, and location of the proposed project. The application, related documents, and ICDBG Application Handbook will be available for review.

The hearing has been scheduled for _____ (month, day, year, time location). Verbal and written comments will be accepted prior to and at the hearing.

The hearing will be held in a facility that is accessible to persons with disabilities. Special accommodations will be available, upon request, five (5) days prior to the hearing in a format that is usable to persons with disabilities. For more information, contact _____ at _____.

Name and Title of Chief Elected Official

Street Address/Post Office Box

City/State/Zip

This Notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Al ser solicitada, ésta notificación puede ser proveída en un formato fácil de usar para personas con discapacidad y/o personas con conocimientos limitados del Inglés.

****This is a sample public hearing notice. Please include a copy of your published public hearing notice along with a copy of the meeting minutes and a list of attendees. If there were any comments, complaints or grievances, please include how the community addressed them and if, as a result, the application was modified before submittal.**

APPENDICES AND MAPS